

RULES AND REGULATIONS GOVERNING COUNCIL PROCEDURE

Revised – FEBRUARY 2026

PRESIDENT OF COUNCIL

- A. The President of Council shall preside at all regular and special meetings of Council and follow the agenda in accordance with the meeting but shall have **no vote except in the case of a tie.**
- B. The President of Council shall call the meeting to order at the appointed time and announce the business before Council in its proper order. **The President of Council shall explain to those in the audience wishing to speak the rules regarding Audience Participation.**
- C. The President of Council shall state and put all questions properly brought before Council. He/she shall decide all questions of order subject to an appeal to the Council on demand of a member, on which appeal there shall be no debate. However, the member making the appeal may briefly state his/her reason for the appeal. Upon vote of Council, the President of Council shall abide by the decision of Council on all questions of order.
- D. The President of Council shall share any communications sent to him/her with the Clerk of Council before the meeting, and with all Council Members and City Administration. Communications shall be read only by the Clerk of Council.
- E. The President of Council shall address audience members who are speaking or reacting loudly and politely ask for quiet or removal from Council Chambers.
- F. The President of Council is not a representative of a Ward. Issues brought to the President of Council shall be made aware to Council Members and City Administration and such issues shall be brought to the attention of the Ward representative or committee chair. Issues and concerning items may be brought to committee by vote of council.
- G. The President of Council shall make no effort to influence the vote of council or object to matters brought before council, object to the order of the meeting, and shall not interrupt members and those who have the floor, as per Robert's Rules of Order.
- H. In the absence of the President of Council, the President Pro Tem shall preside.

PRESIDENT PRO TEM

Members of Council shall, within ten days of the commencement of their term, elect a President Pro Tem.

DUTIES OF THE PRESIDENT PRO TEM

The President Pro Tem shall preside over all meetings in the absence of the President of Council.

CLERK OF COUNCIL

Members of Council shall, within ten days of the commencement of their term, elect a Clerk of Council.

DUTIES OF THE CLERK OF COUNCIL

- A. The Clerk of Council shall attend all meetings, regular and special. When, in the event of the Clerk of Council's absence (planned or unplanned), the Clerk of Council duties, both during a scheduled meeting and written Council Minutes produced from the Council meeting, will pass on first, to the President of Council, secondly, to the President of Council Pro Tem (in the event of the President of Council's absence), or thirdly, any elected Ward Council Member or Council-At-Large Council Member, by a majority vote of all members elected to Council. When submitting Council Minutes for approval, the signature line shall read, "Respectfully submitted, (NAME), Clerk of Council Pro Tem."
- B. The Clerk of Council shall attend to all correspondence incidental to his/her office. The Clerk of Council shall attend to codification and publication of all ordinances and resolutions. The Clerk of Council shall perform such other duties as may be assigned to him/her by a majority vote of all members elected to Council.
- C. The Clerk of Council shall make an accurate recording of Council meeting proceedings as required by the Ohio Revised Code **in one or more** of the following methods as prescribed by Council:
 - 1. A type-written **synopsis** of the Council meeting. These shall be referred to as "Council Minutes" and will be submitted, type-written, electronically, to Council for their approval at the future dated meeting. The Clerk of Council shall, when requested by a Council Member, include in the minutes any matter, written or spoken, as part of the permanent record to the Council meeting. This request shall be submitted to the Clerk of Council, in writing, electronically, with specific information detailed by the requesting Council Member, for the addition to the Council Minutes. The revised Council Minutes will then be re-submitted for Council approval. Once the Council Minutes (or revised Council Minutes) have been approved, a printed copy will be added to the Council Minutes book and will require signatures from both the Clerk of Council (or Clerk of Council Pro Tem) and the President of Council (or President Pro Tem).

- a. An official, City of Reading (owned) laptop, shall be provided and maintained by the City of Reading Administration. This City owned property will keep current programs that will be useful to the Clerk of Council for both efficiency as well as records retention. Such programs being requested (in the year 2022) are: Microsoft Office (Microsoft Word, specifically) and Adobe Acrobat Pro DC installed (requires a paid license). Internet access/usage is also requested through the laptop.
 - b. The Clerk of Council will keep an electronic copy of all Council Minutes on both the laptop hard drive as well as a flash drive, to also be provided by City Administration.
2. It shall be the responsibility of the Clerk of Council to obtain copies of recordings by the video service provider of Council meetings. Each is to be maintained by the Clerk of Council in a library for a period of 24 months.
3. A type-written transcript of the entire or partial Council proceedings may be obtained upon request of a **Council Member**. Such requests may be reproduced from the video recording service library through a professional service (i.e., a Court Reporter) and shall be paid on a 50/50 basis by the city and the requesting member of Council. Further, a copy of said transcript shall become a permanent part of the permanent record of the minutes of that meeting.
4. The Clerk of Council shall provide an official copy of any record of Council meetings (Council Minutes or Council Ordinances), to a **Council Member OR City of Reading Administration** up on request. Such provision of records shall be made on a sign-out basis and must be returned to the Clerk within 72 hours. The sign-out system shall be devised by the Clerk and approved by the majority of Council. All tardy returns are to be reported to Council by the Clerk at the next regular meeting of Council.
- D. The Clerk shall, for the benefit of the audience, provide an agenda of the business to be considered by Council at each regular meeting. Copies of said agenda are to be placed inside the doors to Council Chambers. Items to be added to the agenda, such as resolutions, ordinances, executive sessions, and guest speakers shall be communicated to the Clerk of Council by a Council Member or Administration.
- E. The Clerk of Council shall read all ordinances by title only, unless otherwise directed by the majority vote of members elected to Council.
- F. It is respectfully requested by the Clerk of Council, that all members of Council submit written electronic, via email for the following:
 1. Council Committee reports (in Microsoft Word format) to ensure that no information is omitted, names are not misspelled, and dates/times/details are correct.

2. It is respectfully requested that any ordinances and resolutions (in Microsoft Word format) that a Council Member would like added to the agenda, and for Council's consideration, are emailed no later than 5:00 PM on the Monday before the scheduled meeting. When sending ordinance and resolutions, please include all members of Council, as well as the Mayor, Safety Service Director, Law Director, Treasurer, and the City Auditor.
3. It is respectfully requested that the Clerk of Council be made aware of any Guest Speakers invited to Council no later than 5:00 PM on the Monday before the scheduled meeting. Please ask the Speaker to email their presentation to the Clerk of Council's email address for an accurate addition to the Minutes.
4. Should a Council Member instruct residents of the City of Reading to send Communications, it is respectfully requested to have them email the communications no later than 5:00 PM on the Monday before the scheduled meeting.
5. If a Council Member is unable to attend the Council meeting (due to illness, vacation, or previous engagement, etc.) it is respectfully requested that Clerk of Council be made aware of such absence before the scheduled meeting. Please communicate vacation dates and known absences with all Council Members. We must have at least 5 Council Members present for a Quorum. In the event that there may not be 5 Council Members present, a date change may need to be discussed.

THE COMMITTEES OF COUNCIL

- A. The members of Council shall, within ten days of the commencement of their term, appoint members of Council to serve on standing committees. Appointments to committees may be decided collectively or individually by a majority vote of Council.
- B. Council shall establish the following committees, each of which shall consist of a chairperson and two members:
 1. The Finance Committee
 2. The Utilities, Lands, and Buildings Committee
 3. The Zoning, Planning, and Environment Committee
 4. The Laws and Contracts Committee
 5. The Public Health and Safety Committee
 6. The Service Committee

7. The Recreation Committee

- C. Committees serving prior to adoption of these rules and regulations are hereby terminated and their functions cancelled. All new committees will begin to function upon adoption of these rules and regulations.
- D. Special committees may be created, and members assigned to them by a majority vote of all members elected to Council.
- E. Committee meetings may be held at such other dates and times at the convenience of the Committee Chair or by a majority of members of the committee, but only upon service of oral or written notice, serviced personally, emailed, or left at the usual place of residence of each Council Member. Such notice must be delivered no less than 24 hours in advance of the Committee meeting.
- F. Committee meetings shall be held at City Hall in Council Chambers or Council Caucus Room. When necessary to meet other than at City Hall, the meeting must be in a public place and open to the public.
- G. Council Members not serving on the Committee for which the meeting is called may attend **but may not participate in or deliberate** with the committee so meeting.

REGULAR MEETINGS; CALLING OF SPECIAL MEETINGS; NOTIFICATION

- A. Commencing July 6, 2021, Council shall meet on the 1st and 3rd Tuesday of every month. If said Tuesday is a legal holiday, a full council meeting shall be held on the following Tuesday unless otherwise indicated. The time for all council meetings shall be 7:30 PM.
- B. **The first Tuesday Council Meeting Agenda** will include in the order of business Guest Speakers, Council Member Committee reports, Administration monthly reports, and a legislative session.
- C. **The third Tuesday Council Meeting Agenda** will include in the order of business, Guest Speakers and a legislative session. That adjourned meeting may be followed by a Council of the Whole Session Meeting.
- D. **Special Meetings** may be called by the Mayor or by three Council Members; but only upon service of written or oral notice, serviced personally, emailed, or left at the usual place of residence of each Council Member. Such notice must be delivered no less than 24 hours in advance of the Special Meeting. All Special Meetings must be called at 7:30 PM unless another time is agreed upon by all members of Council.
- E. Notification of meetings will be submitted to the news media as specified under the Ohio Revised Code. Any additional news organizations may also request notification as to Regular and Special Meetings. Individuals may receive notification of Special Meetings by making an annual deposit of \$10.00 (to defray postage and handling) with the Clerk of

Council. In such case that postal delivery would not arrive prior to the Special Meeting, every effort will be made by the City Offices and Clerk to notify these individuals.

- F. **Meeting Cancellation.** Should a meeting need to be cancelled due to inclement weather or any other reason determined by the council and/or administration, notice shall be given by President of Council and Council shall be informed thereof as early as possible. Public notice will be made via the city website as soon as Council has been notified.

THE MAYOR'S REPORTS TO COUNCIL

- A. The Mayor shall attend Council meetings, regular and special, when requested by Council. At Council meetings, the Mayor may make recommendations to Council for the welfare of the city.
- B. The Mayor shall provide monthly written reports to Council concerning specifics of the Mayor's Court.
- C. Reports of the Mayor to Council shall be given in writing to the Clerk of Council.
- D. It is respectfully requested that all questions or requests for information be given prior to Council Meetings, if possible, so that the City Administration will have the proper answer and information available for the Council meeting.

SCHEDULE OF BUSINESS FOR CONDUCTING COUNCIL MEETINGS

The following shall be the order of business for the first monthly Tuesday meeting (Regular Session) for conducting the business of Council:

- A. Prayer
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes
- E. Guest Speakers
 - a. A Guest Speaker is invited to speak and/or present to Council by a current City of Reading Council Member or by the current City of Reading Administration. The Council Member or City Administration shall inform the Clerk of Council of invited Guest Speakers 48 hours, if possible, prior to the scheduled meeting so that they may be added to the agenda. Guest Speakers giving an audio/visual presentation should inform the Council Member or Administration 48 hours, if possible, prior so arrangements can be made for the audio/visual equipment

required for said presentation. Guest Speakers' presentations shall be sent to the Clerk of Council for distribution to Council Members for review. The video recording provider will receive a forwarded copy of the presentation to be added to the televised meeting.

F. Introduction of persons wishing to appear before Council (Audience Participation)

1. It is requested that those wishing to speak shall sign up prior to the commencement of the meeting with the Clerk of Council. They shall give their name.
 - a. Those wishing to speak before Council will be called in order of those who signed up with the Clerk of Council.
2. The President of Council shall read the following before any requested Audience Participation:

“This is a meeting of the Council of the City of Reading made public for conducting the business of Council and is not to be considered a community forum. For those who wish to address Council, please approach the podium, and state your name. At this time, you will be allotted **5 minutes to speak**. When you are finished speaking, please return to your seat and Council Members may comment or answer questions, if needed.”
3. Each person shall state his/her name.
4. Each person shall limit his/her business to **five minutes**.
5. **Each person shall return to his/her seat in the audience after addressing Council.**
 - a. If at any moment after Audience Participation a member of the audience has a question, the President of Council shall, **on a majority vote of Council**, ask the person(s) to approach the podium and ask their question. **Once the question is asked, the audience member shall return to their seat.**

G. The reading of communications

1. Communications that are received by the Clerk of Council shall not be read during Council meetings unless it pertains to official business upon which Council is required to be informed or take action. Any and all communications, whether read during Council meetings or not, shall be distributed to members of Council and the Administration.
2. Communications shall contain sufficient and credible information to identify the author including the sender's true name, and at least one of the following: an

email address, mailing address, telephone number, or other similar credible information to allow author's identity to be verified. Screen names or usernames do not constitute credible identifying information.

3. Anonymous communications shall not be read at Council meetings. Communications appearing to be "bulk" in nature, such as form letters and mass mailings or mass emails, and/or spam in nature, shall not be read at Council meetings.

H. Reports of Administration:

1. Mayor's report
2. Safety Service Director's report
3. Law Director's report
4. Treasurer's report
5. Auditor's report

I. Reports of Committees:

1. Finance Committee
2. Utilities, Lands and Buildings Committee
3. Zoning, Planning and Environment Committee
4. Laws and Contracts Committee
5. Public Health and Safety Committee
6. Service Committee
7. Recreations Committee
8. Special Committees

J. Other Business.

1. The President will ask whether there is any other business which members wish to address. At this time members should present items which they wish to place into committees or address to other City officials. Any new business brought before Council may be referred to its proper committee(s) by motion and a majority vote of all members elected to Council.

K. Legislation:

1. Reading of resolutions and disposition thereof.
 2. Third reading of proposed ordinances and disposition thereof.
 3. Second reading of proposed ordinances.
 4. First reading of proposed ordinances.
- L. Copies of resolutions and ordinances should preferably be made available to each Council Member at least 24 hours prior to any meeting. Preferably copies of minutes should be provided to each member at least 24 hours prior to regular meetings – except in the case of meetings which have occurred within the past 72 hours.
- M. Miscellaneous Business
- N. Adjournment

The following shall be the order of business at the third Tuesday of the month (Legislative/Whole Session) for conduction the business of Council:

- O. Prayer
- P. Pledge of Allegiance
- Q. Roll Call
- R. Approval of Minutes
- S. Guest Speakers
- a. A Guest Speaker is invited to speak and/or present to Council by a current City of Reading Council Member or by the current City of Reading Administration. The Council Member or City Administration shall inform the Clerk of Council of invited Guest Speakers 48 hours, if possible, prior to the scheduled meeting so that they may be added to the agenda. Guest Speakers giving an audio/visual presentation should inform the Council Member or Administration 48 hours, if possible, prior so arrangements can be made for the audio/visual equipment required for said presentation. Guest Speakers' presentations shall be sent to the Clerk of Council for distribution to Council Members for review. The video recording provider will receive a forwarded copy of the presentation to be added to the televised meeting.
- T. Introduction of persons wishing to appear before Council (Audience Participation)
6. It is requested that those wishing to speak shall sign up prior to the commencement of the meeting with the Clerk of Council. They shall give their name.

- a. Those wishing to speak before Council will be called in order of those who signed up with the Clerk of Council.
7. The President of Council shall read the following before any requested Audience Participation:

“This is a meeting of the Council of the City of Reading made public for conducting the business of Council and is not to be considered a community forum. For those who wish to address Council, please approach the podium, and state your name. At this time, you will be allotted **5 minutes to speak**. When you are finished speaking, please return to your seat and Council Members may comment or answer questions, if needed.”

8. Each person shall state his/her name.
9. Each person shall limit his/her business to **five minutes**.
10. **Each person shall return to his/her seat in the audience after addressing Council.**
 - a. If at any moment after Audience Participation a member of the audience has a question, the President of Council shall, **on a majority vote of Council**, ask the person(s) to approach the podium and ask their question. **Once the question is asked, the audience member shall return to their seat.**

U. The reading of communications

4. Communications that are received by the Clerk of Council shall not be read during Council meetings unless it pertains to official business up which Council is required to be informed or take action. Any and all communications, whether read during Council meetings or not, shall be distributed to members of Council and the Administration.
5. Communications shall contain sufficient and credible information to identify the author including the sender’s true name, and at least one of the following: an email address, mailing address, telephone number, or other similar credible information to allow author’s identity to be verified. Screen names or usernames do not constitute credible identifying information.
6. Anonymous communications shall not be read at Council meetings. Communications appearing to be “bulk” in nature, such as form letters and mass mailings or mass emails, and/or spam in nature, shall not be read at Council meetings.

A. Legislations:

1. Reading of resolutions and disposition thereof.
2. Third reading of proposed ordinances and disposition thereof.
3. Second reading of proposed ordinances.
4. First reading of proposed ordinance.

B. Miscellaneous Business

C. Adjournment

D. Opening of the Council of the Whole Session meeting.

1. The meeting shall be held in an informal manner; however, it is still a public meeting and shall be presided over by the President of Council.

SPECIAL MEETINGS

The order of business for Special Meetings for (Special Session) conducting the business of Council will be prepared and distributed at least 24 hours in advance of the meeting with an appropriate order of business and shall only pertain to the subject matter for which the special meeting was called.

RULES FOR CONDUCTING DISCUSSION

- A. Only one council member may speak at a time and cannot be interrupted unless for a “Point of Order” or to raise and urgent, high priority matter.
- B. Discussion must pertain to a specific motion.
- C. All discussion regarding resolutions and ordinances must be completed prior to the taking of the vote. The President of Council shall ask whether there are any further comments, questions, or discussion regarding the issue prior to the Clerk of Council calling roll. Upon calling roll, only a vote may be spoken.

AMENDMENT OF COUNCIL RULES

These rules and regulations governing Council procedure in the City may be amended, altered, or changed and new rules adopted in any manner provided by law. The President of Council shall have no vote regarding the rules of Council.

OTHER MATTERS

Any matter not specifically covered in these rules and regulations as to rules and procedures shall be according to the Ohio Revised Code. Adherence to Robert's Rules of Order generally may be applied for purposes of conducting an orderly meeting.